



# Supplemental Authorization Request (SAR)

THE UNIVERSITY OF TEXAS  
AT EL PASO

# Agenda

- What is a SAR?
- When should a SAR be used?
- When should a SAR not be used?
- New electronic SAR process
- Routing steps



# What is a SAR?

The Supplemental Authorization Request (SAR) process is used when requesting payment to full time faculty or staff for additional duties performed outside their full time job function.

**Request should be submitted and approved prior to start date of additional duties.**



# When Should a SAR Be Used?

## Instructional

- Overload Instruction
- Developing on-line course
- Staff teaching a course

Overload payments for instruction need to be paid from a faculty appointment

## Sponsored Research

- Mostly for intra-university consultation where payee is:
  - From across departmental lines
  - Work is outside normal duties
  - Payment is proportioned to the employee's annual rate



# When Should a SAR Not Be Used?

- Awards
  - Ex: UT System awards
    - Processed by back offices
- Additional Staff Related Duties
  - Ex: Staff taking on additional responsibilities in absence of Director
    - Processed via HRAC venue
- Minimesters
  - Maymester or wintermester
    - Continue sending spreadsheets to CAO
- Grants
  - Ex: Budgeted effort, incentives
    - See [policy](#)



# **ELECTRONIC SAR FORM HOW TO COMPLETE AND ROUTE**



# SAR – Current Section

DTN: 11404 Submitted: 4/26/2017 8:36 PM

Name Niestas, Iris R

SPRIDEN ID 80045287

Title Director

EmplID 6001009568

Phone 7477684

Dept PeopleSoft

Email imiestas@utep.edu

Supervisor Aauto, Richard III (EVP)

## Person Receiving Payment

EmplID 6001011785

Name Tchoshanov, Mourat

Reports To Mariani, Maria C

Employee's supervisor

Employee requesting additional pay



# SAR – Current Section

Current Appointment(s)	
<b>Position Number</b>	10020557 <input type="button" value="v"/>
Job Title	Professor
Job Code	10010
College / Division	College of Science Kirken, Robert
Cost Center / Project ID	
<b>% Appointed</b>	40 %
Dept ID	750700
Dept Name	Mathematical Sciences
<b>Position Number</b>	10020556 <input type="button" value="v"/>
Job Title	Professor
Job Code	10010
College / Division	College of Education Giorgis, Cyndi
Cost Center / Project ID	
<b>% Appointed</b>	60 %
Dept ID	710400
Dept Name	Teacher Education

**Add Appointment**

Drop down of all active appointments associated w/employee

Employee must be appointed 100%





# SAR – Current Section

Courses currently being taught?  Yes  No

**Dates should match semester**

Dept / Course#

ACCT 1301

Start Date

CRN

####

End Date

Semester

<Choose one>

# Students Enrolled

1. Fall
2. Spring
3. Summer
4. Academic Year

Add Course

Research Activities Involvement  Yes  No

Project Number

Role

<Choose one>

Project Name

**PI**  
**CO-PI**  
**Key Personnel**

Description of research being performed

Add Activity

Notes

Description of administrative, service or other activities currently involved in

**Fall: 9/1 – 1/15**  
**Spring: 1/16 – 5/31**  
**Summer: 6/1 – 8/31**  
**Academic Year: 9/1 – 5/31**



# SAR – Requested Section

1. Instructional
2. Grants

Requested Section

## Supplemental Payment Being Requested

Position Number

Job Title

Job Code

College / Division

Type of Supplement

Activity

% Appointed 0 %

Dept ID

Dept Name

If position is not active, set current position and add comments on position number that should be used to processing the SAR



# SAR – Requested Section: Instructional Activity

## Instructional Activity

Dept / Course#	<input type="text" value="ACCT"/> <input type="text" value="1301"/>	Start Date	<input type="text"/>
CRN	<input type="text" value="#####"/>	End Date	<input type="text"/>
Semester / Year	<input type="text" value="&lt;Choose one&gt;"/> <input type="button" value="v"/>	# Students Enrolled	<input type="text"/>
Total Payout Amount	<input type="text"/>		
Justification for supplemental payment request	<input type="text"/>		

- 1. Fall
- 2. Spring
- 3. Summer
- 4. Academic Year

**Total payment amount will be distributed in monthly payments based on the period of service.**



**Fall: 9/1 – 1/15**  
**Spring: 1/16 – 5/31**  
**Summer: 6/1 – 8/31**  
**Academic Year: 9/1 – 5/31**

Add Course



# SAR – Requested Section: Grant Activity

**Grant Activity**

Total Payout Amount	<input type="text"/>	Start Date	<input type="text"/>	
		End Date	<input type="text"/>	
Description of work being Performed	<input type="text"/>			
Justification for supplemental payment request	<input type="text"/>			

**Total payment amount will be distributed in monthly payments based on the period of service.**



# SAR – Requested Section: Funding Source

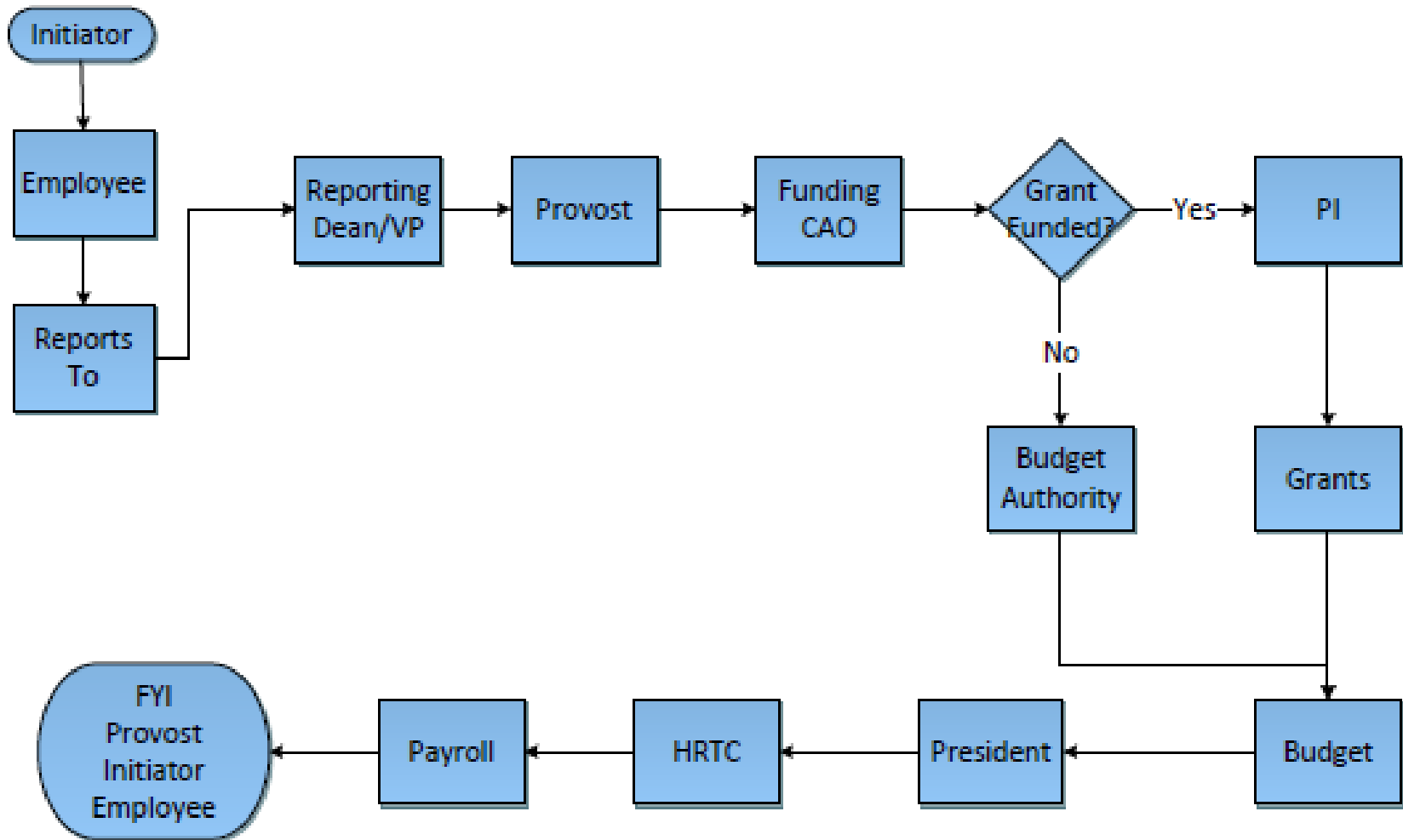
**Begin/end dates must be within activity dates.**

Funding Source			
Cost Center / Project ID	<input type="text" value="226621010a"/>	Funding Begin Date	<input type="text"/>
Approver	Gomez, Guadalupe	Funding End Date	<input type="text"/>
Distribution Percentage	<input type="text" value="30"/>		
Title	TOBACCO RESEARCH EXPENDITURES	Project Begin	Project End
		8/1/2009	8/31/2020
Cost Center / Project ID	<input type="text" value="14102000"/>	Funding Begin Date	<input type="text"/>
Approver	Roth, Timothy	Funding End Date	<input type="text"/>
Distribution Percentage	<input type="text" value="70"/>		
Title	ECONOMICS AND FINANCE		

**If funding from multiple sources, distribution percentage must equal 100**



# SAR – Routing: Instructional



# Approver Responsibility - Instructional

## Employee

- Acknowledge terms of additional duties, verify activity and total payout amount.

## Reports To

- Confirm additional duties do not conflict with current assignment.

## Dean

- Ensure equity across the college and that faculty member has sufficient time to take on additional duties in relation to other commitments, like research and college service duties.

## Provost

- Review frequency of payments and confirm supplemental payment is warranted.

## CAO

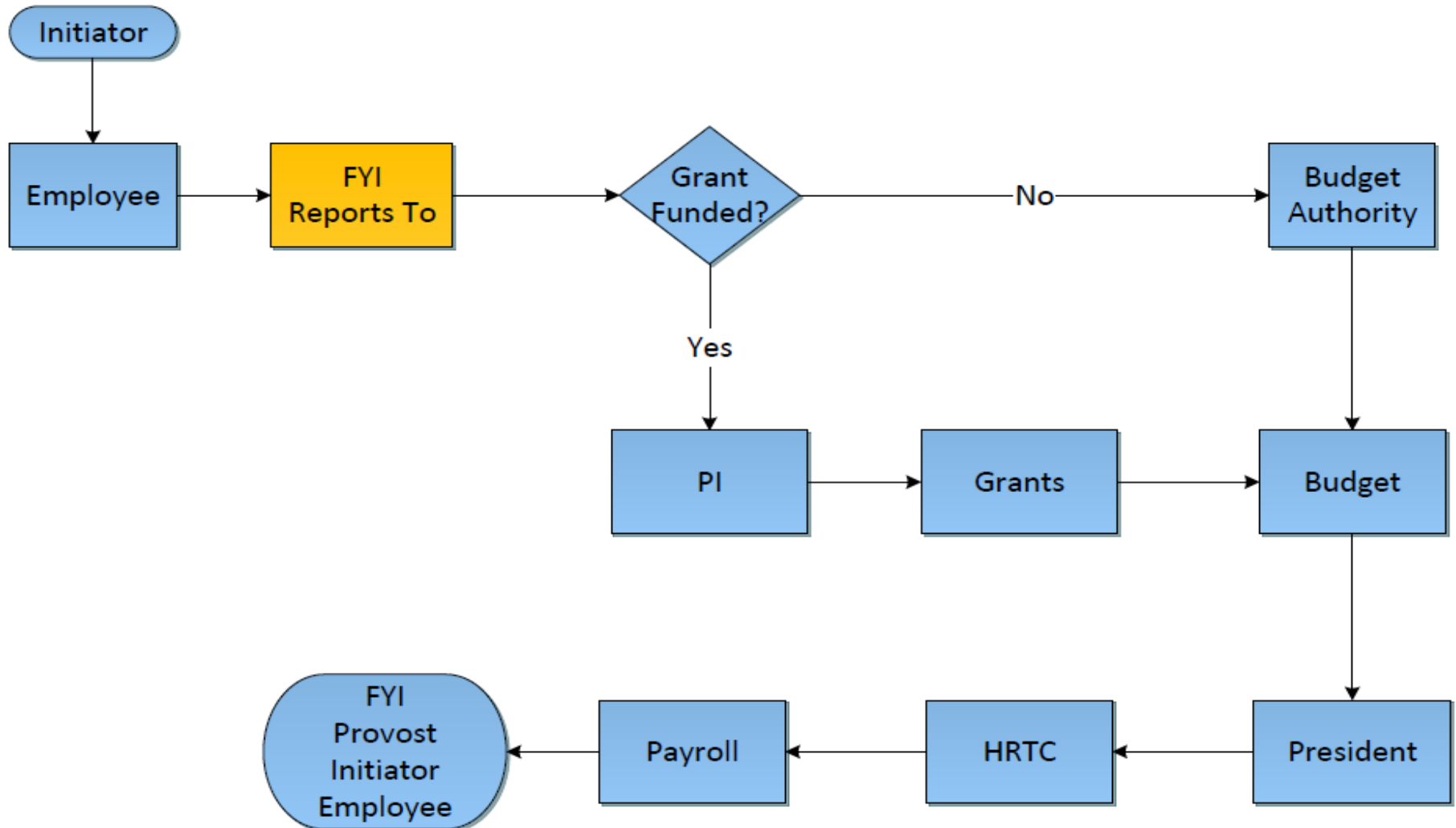
- Verify course is taught by individual seeking additional pay; confirm total payout amount, funding source/availability and position to be paid from.

## Budget Authority

- Verify funding source/availability, payee compensation, and total payout amount.



# SAR – Routing: Grants





# Approver Responsibility – Grants

## **Employee**

- Acknowledge terms of additional duties, verify activity and total payout amount.

## **Reports To**

- FYI notification only.

## **Budget Authority/PI**

- Verify funding source/availability, payee compensation, and total payout amount.



# Employee Acknowledgement

## **Instructional:**

I, **employee name**, acknowledge that by approving this agreement, I verify that performing the additional duties requires efforts beyond my regular scope of responsibilities and thus am eligible for supplemental pay.

**Grants:** I, **employee name**, acknowledge that by approving this agreement I'm responsible to fulfill and complete all objectives in a timely fashion for which I am receiving this supplemental payment. If I'm engaged over several months, I understand that I will receive equal monthly distribution of the negotiated supplement with my payroll. The objectives and performance period are detailed in the Supplement Authorization Request (SAR) form. Should I fail to meet all objectives as negotiated, I understand that the PI has the authority to reduce, terminate payment, or even request reimbursement of prior payments. I further understand that I can't begin work until the SAR is approved by ORSP and other authorizing officials.



# Approver Responsibility – Back Offices

## Grants

- Verify allowability of activity can be billed to the grant.

## Budget

- Verify sufficient funds exist.

## President

- Review/approve request.

## HRTC

- Review position used for supplement and if needed, activate.
- Review job function and confirm employee is currently appointed 100%.

## Payroll

- Verify earn code, end date, and process payment.

**Regardless if instructional or grants, all SAR disbursements are made through Payroll**



# Where can Form be Found?

## Form Location

- Forms Mine/Payroll
- PeopleSoft Resources

## Presentation

- PeopleSoft Training Documents

**Form will be available starting Monday, May 1**



# Other Things to Know

- SAR payments are processed with the monthly paychecks. Off-cycles should not be requested.
- If payment needs to be stopped, email [payroll@utep.edu](mailto:payroll@utep.edu) and include DTN and name of employee.
- If the SAR is denied, only the initiator is notified. Notify your CAO to determine next steps.



**Thank you**

**For additional questions regarding  
the SAR process, contact your  
College Administrative Officer.**

